

EWART ENDOWMENT FOR THEOLOGICAL EDUCATION TERMS OF REFERENCE AND GUIDELINES

GENERAL ASSEMBLY TERMS OF REFERENCE (A&P 1992, p. 68-69)

The 118th General Assembly established the following terms of reference for the Ewart Endowment for Theological Education:

1. The first call on the net proceeds shall be an amount sufficient to repay the borrowings from the Ewart Resource Fund, with interest.
2. The balance from the net proceeds shall be used to establish an endowment for theological education to be named the Ewart Endowment for Theological Education, in recognition of the long history of Ewart College and its contribution to The Presbyterian Church in Canada.
3. The capital of the Ewart Endowment shall be invested as part of the Consolidated Portfolio of The Presbyterian Church in Canada.
4. 10 percent of the annual interest on the Endowment shall be capitalized and the balance be available for disbursement.
5. The interest income available from the Ewart Endowment shall be administered by the Committee on Theological Education;
6. The first call on the available income shall be to support diaconal education programmes leading to a recognized degree at an accredited theological institution; and
7. Awards or grants in the name of the Ewart Endowment shall not displace or diminish the institutional grants to the Theological Colleges.

GUIDELINES FOR ANNUAL DISBURSEMENT OF GRANTS

Who may apply

1. Agencies and organizations involved in the ministry of The Presbyterian Church in Canada are eligible to apply to the Ewart Endowment for Theological Education.
 - 1.1 Sessions, colleges, presbyteries, synods and agencies of The Presbyterian Church in Canada may apply for grants to fund proposed projects to be carried out by individuals or groups of individuals.
2. Grants will be given only for projects which are supported by an accountable body such as session or presbytery or senate or agency.
3. Projects will be considered which complement what is already available in the theological colleges, or supplement programmes, or introduce new ideas to theological colleges, or all of the above.

Grants

4. The grant amounts will be flexible.
5. The Sub-Committee re the Ewart Endowment for Theological Education will inform the Church annually on total monies available for grants.

Applications

6. Applicants are encouraged to present proposals in light of the terms set by the General Assembly (see above) and the above objectives.
7. Application Forms can be obtained from the Sub-Committee re Ewart Endowment for Theological Education, c/o The Assembly Office, 50 Wynford Drive, North York, Ontario, M3C 1J7.
8. Applications for grants must be forwarded to the Sub-Committee re Ewart Endowment for Theological Education by November 30th of each year for consideration. (Committee on Theological Education, Nov. 2005)
9. Approved application form questions must be used.
10. The Sub-Committee re Ewart Endowment for Theological Education will present application and grant amounts to the Committee on Theological Education for final approval.

11. Applicants will be notified in writing concerning the status of the application and grant.
12. Grants may be made for long-term projects up to five years, or short term projects.
 - 12.1 Long term projects will receive annual grants based upon satisfactory reports submitted to the Sub-Committee.
13. Applicants are to submit to the Sub-Committee by November 30th of each year a final report on the project or an interim evaluation of the project if still ongoing, such as in the case of long-term projects. (Committee on Theological Education, Nov. 2005)

APPLICATION FORM QUESTIONS

1. Do you consider that this proposal is intended to make possible a form of diaconal education (educational ministry, pastoral ministry, social ministry)?
2. If so, how?
3. How will this project benefit the Church-at-large?
4. Is this proposal to yield immediate expected benefit, or is it to be a long-range enterprise from which there are no immediate benefits?
5. How will the benefits (outcomes) of the proposal be shared with the supporting group?
6. How will the benefits (outcomes) of the proposal be shared with the groups within The Presbyterian Church in Canada?
7. How much money is requested?
8. When are monies required during the life of the project?
9. What other sources of funding are available to the project or have been secured for the project?

GUIDELINES FOR SUB-COMMITTEE

Grant Applications

1. Need to use approved application form in order to be considered; written supplementary material will be allowed.
2. All grant applications will be reviewed on the basis of written submissions; if more information is needed the applicant will be contacted by phone.
3. If a grant is approved, the applicant will be notified in writing and advised to contact the Assembly Office through its Senior Administration for the disbursement of grant monies.
4. To address any conflict of interest between Sub-Committee members and grant applications, members of the Sub-Committee will absent themselves from any discussion regarding a grant application in which they have an association.

Regarding Long Term Grants

1. Will normally be given for up to five years (Committee on Theological Education, Nov. 1997).
2. Yearly written evaluations must be received by the Sub-Committee to ensure the continuation of the grant (Terms of Reference, guidelines, p. 2).
3. When projects are expected to continue beyond the length of the grant applicants are encouraged to seek other sources of funding well in advance of the end of the grant and so indicated in the annual interim evaluation (Committee on Theological Education, Nov. 1997).
4. Repeat long term grant applications will be considered as new requests and past discussions will not affect further funding discussions.

Ewart Professor of Christian Education and Youth Ministry at Knox College

1. The annual grant for the Ewart Professor of Christian Education and Youth Ministry at Knox College is \$60,000 or up to 50% of the available amount for grants whichever is higher, beginning in 2006. (Committee on Theological Education, Nov. 2003).

Stephen Ministries

1. Funding is given for commencement costs only, to a maximum of \$4,500 and one grant per congregation (Committee on Theological Education Feb. 1997).

Administration of Sub-Committee

Assembly Office

- mailing to Sub-Committee members
- meeting notification
- handle inquiries re grant applications
- distribute application forms
- receive grant applications
- distribute evaluation forms
- receive evaluation forms
- keeping project list current
- prepare financial information
- arranges distribution of grant monies

Convenor

- convenes meetings
- letters to grant applicants
- letters in response to grant evaluations

Sub-Committee

- reviews applications and evaluations and recommends to Committee on Theological Education
- arrange for promotional materials
- review the financial information
- any other meetings that may arise

(November 2005)

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